

**Thuxton & Garvestone Village Hall  
Directors' Board Meeting  
Tuesday 12<sup>th</sup> November 2024 at 2 pm**

**Minutes**

**Present:** Stephen Smith (chair), Andrew Blake, Ruth Gooch, Jon Gooch, Kerry Collinson, Dot Leeder (via phone link)

**1. Apologies** there were **none**

**2. Minutes of meeting of 1<sup>st</sup> October 2024** (already circulated) **agreed**

**3. Matters arising not elsewhere on the agenda**

Coffee Cart – going well so far; we are not sure whether a licence is needed.

Michelle might make cart available to pub night (to sell burgers)

Dance has been cancelled due to poor sales, **KC is** to take messages off boards

The Hall floor is still 'sticky' in places

**4. Bookings**

4.1 Broomsticks have complained that there was no heating in the hall (see item 10, below). It was agreed give them one free session in compensation – **Action RG**

Broomsticks have also complained about the state of the tables. But as they are so big it is unsafe for Jill to clean them as part of her normal duties. Wipes will be provided, with a request to use them at the end of any booked event.

**5. Finance**

RG and JG circulated figures outlining the Hall's financial performance: the running total for the year is a loss of £-1,283.45

The current account balance as at 1 pm today is £15,911.06

We will put 8k of this into an instant access savings account

Meet and Eat would like to purchase some pans. **Action - DL to liaise with Deborah Carter**

**6. Parish Council**

6.1 The Council is happy to pay for the maintenance of the Play area. Should we issue a licence or lease – SS is drafting a license, but we would need to take (expensive) legal advice re: the endowed land

We will suggest not a lease, but a letter with heads of agreement as to ownership and responsibilities, and we will tell the P.C. we will take this further in the new year. **Action – SS to liaise with P.C.**

Breckland has some year-end money to spend

We have also agreed with the P.C. to co-ordinate publicity on Group News and Facebook

#### 6.2 Defibrillator

P.C. has suggested putting it on the front wall to make it more visible. **Agreed**

### 7. Volunteer Supper

Michael Garrod is to run the bar; so far 41 invitees have accepted, 5 declined, 8 no reply; One vegetarian so far. kitchen volunteers Deborah Carter, Kris Blake, KC, RG; the male Hall directors are to set out tables at 5.30.

### 8. Bowls Club Meters

RG and JG had researched history of readings and payments and provided a summary to the meeting. The resulting bill due for payment by the Bowls Club was £567 and it was thought this was more than they will be able to afford. DL offered to liaise with their treasurer and offer our apologies for the delay in preparing an invoice, and to offer to try to find help through grants if possible and spread the payment due over the next year. JG/RG to prepare a formal invoice and forward to DL. **ACTION - DL & JG**

### 9. Storage of Documents

JG has fitted a bolt and padlock to the door of the second changing room so this can be used for secure storage. JG and RG have moved much paperwork and sundry materials out of the bar to meet requirements of the Fire Assessment. There is still much more paperwork to be moved from the room upstairs. This needs to be reviewed and decisions made with anything important stored and labelled. DL offered to work through the cabinet and boxes to assess what needs to be stored before any storage cabinets are purchased. **ACTION - DL**

### 10. Fire Regulations and Risk Assessment.

DL talked through the recommendations made by Tony Adcock. The most urgent being the Plant Room ceiling needs to be sealed. DL to arrange quotes for the work to be done although SS suggested we ask Colin if he could fit that for us on a voluntary basis. **ACTION - DL**

DL will also arrange with TP Fire for the extra tests and query the type of extinguishers, as listed in the assessment. **ACTION - DL**

JG will remove the metal curtain from the kitchen door and the notice over the cooker. **ACTION - JG**

DL and others will look for a suitable place to position the bins away from the hall, but accessible to the contractors. Suggested the cleaner could be asked to unlock any fixing that were attached to the bins on the relevant days.

## **11. Maintenance Issues.**

Pothole was not filled at half term as the path was closed for repair on the day. Hope to complete this over Christmas holidays. **ACTION - SS**

DL has been frustrated by the lack of service from Miller Installations as they have failed to send an engineer to repair the heating system. We hope to hear from them soon with a date to attend.

## **12. Warm Room.**

Mary Weatherstone had hoped to apply for a grant for this but had not been successful. SS has confirmed to her that the hall will be made available without charge as long as they have someone to be responsible and on site at the time.

## **13. E-on now replaced for supply by Scottish Power.**

AB confirmed that E-on Next are still our Feed In Tariff suppliers. RG reports that no payment has been received since July. AB to chase for payment. **ACTION - AB**

## **14. AOB**

SS suggested that this meeting be described as a General Purposes Committee Meeting and that we should have separate Board Meetings on a quarterly basis to decide on policy and significant decisions and GPC meetings monthly. To be clarified at next meeting. **ACTION - SS**

DL had met with Breckland Council's Community Rangers who can guide us to the best grants available. Agreed to invite them to our next meeting on 10<sup>th</sup> December. **ACTION - DL**

RG asked for some Membership Application forms for Meet & Eat. SS to supply. **ACTION - SS**

SS suggested we should start fundraising for a replacement cooker and choose a more commercial version. Hopefully a grant could help.

**Next Meeting. Tuesday 10<sup>th</sup> December at 2:00 pm**

**Also**

**Members Meeting on Friday 17<sup>th</sup> January 2025 at 7:00 to include Pub Night**

**Meeting closed at 4:00pm**